

LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES
Committee Room #2, Oneida County Courthouse
August 8, 2018

LRES COMMITTEE MEMBERS PRESENT: Ted Cushing/Chairman, Dave Hintz, Billy Fried, Scott Holewinski, Sonny Paszak

ALSO PRESENT: Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Lisa Jolin (Solid Waste); Bruce Stefonek (Highway/Solid Waste); Dan Hess, Tyler Young (Sheriff's Office); Jason Rhodes (ITS); Linda Conlon (Public Health); Luann Brunette (Buildings & Grounds); Karl Jennrich (Planning & Zoning); Tracy Hartman (County Clerk); Mary Rideout (Social Services); Mike Romportl (Land Information); Brenda Behrle (Clerk of Courts); Amy Franzen (Register in Probate); Robb Jensen (County Board); Fred Williston (Lakeland Times);

CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

APPROVE AGENDA

Motion by Paszak to approve today's agenda for August 8th. Second by Holewinski. All Committee members voting 'Aye'. Motion carried.

APPROVE MINUTES

Motion by Hintz to approve the minutes of July 26th. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

VOUCHERS, REPORTS AND BILLS

Brief discussion and review of vouchers and bills presented. Motion by Holewinski to approve the bills and vouchers as presented. Second by Cushing. All Committee members voting 'Aye'. Motion carried.

HIGHWAY SHOP SUPERINTENDENT VACANCY REVIEW APPEAL

Stefonek reports that the Highway Shop Superintendent has ended employment with Oneida County due to accepting a position with Vilas County, so Stefonek is now looking to fill the vacated position as soon as possible. Stefonek says having this position vacant leaves quite a void, since he only has two other Mechanics. In addition to mechanical duties, the Shop Superintendent also maintains the fuel system, codes the billing and other managerial duties. LRES has collected applications and interviews are set for Friday in order to fill the position as soon as possible, if approved by the Committee. Motion by Holewinski to waive the vacancy review and fill the Highway Shop Superintendent. Second by Fried. All Committee members voting 'Aye'. Motion carried.

HIGHWAY/SOLID WASTE DEPARTMENT RE-ORGANIZATION/SPLIT AND

Charbarneau summarized discussions held by the Public Works Committee to split the Solid Waste and Highway Departments effective January 1, 2019. Discussion held on the previous merger of Solid Waste and Highway Departments, and staffing changes that occurred due to the merger. Smith and Charbarneau discussed the need to have accounting internal controls in place in order to reduce the risk of asset loss and help ensure completeness and accuracy in Solid Waste's financial records. Smith discussed the Finance Department serving as one of the internal controls.

CARLSON DETTMAN REVIEW OF SOLID WASTE DIRECTOR, SOLID WASTE LEADPERSON, AND HIGHWAY FINANCE TECHNICIAN POSITIONS

Charbarneau also led a conversation on the Public Works Committee request to review the Solid Waste Director, Solid Waste Leadperson and Highway Finance Technician positions in the event the splitting of Highway and Solid Waste is approved. Smith notes that the request to review the Highway Finance Technician is due to the Public Works Committee feeling that this position has unique duties that other Finance Technician positions in the county do not have. Fried inquired about current department structure. Jensen provided further information on the history of when Solid Waste and Highway were combined and the extra duties placed on the Highway Commissioner at that time. Jensen discussed now wanting to remove some of those duties off the Highway Commissioner and to place these duties on a newly created Solid Waste Director position. In-depth discussion held. Jolin and Holewinski provided further input on the proposed changes. Jolin provided additional input on the staffing changes back when the departments were combined. Fried notes that the previous consolidation was meant to bring efficiencies and savings to Oneida County and if the departments are once again splitting, these efficiencies and savings may be lost. Holewinski led an in-depth discussion on the need to remove Solid Waste duties from Highway Commissioner Bruce Stefonek so that Stefonek can give more attention to the Highway Department needs. Holewinski also notes that this would allow a Solid Waste Director who knows the department well, to provide better direction to those duties. Holewinski discussed the good financial status of the Solid Waste Department and commended Jolin for her excellent performance as the Solid Waste Supervisor. Discussion held on the process required, in the event the LRES Committee does approve the department split. Jensen asks the Committee to make decisions on this split based on the needs of the department and not the employees in the positions. Smith further discussed the financial state of the Solid Waste department, outside factors effecting its financial position and changes to accounting systems. Motion by Cushing to approve the Committee looking at a reorganization and split, and to get the information from Carlson-Dettmann to further analyze the merits of splitting the two departments. Second by Paszak. Fried inquired and Cushing confirms that the motion was approving further review of the request and not approving the actual request. Jolin notes that the Solid Waste Department is not on the county tax roll and other departments such as Finance are reimbursed for the duties they help Solid Waste complete. Holewinski clarified that Carlson-Dettmann will only report on the correct placement of the reorganized positions and will not determine if it is appropriate for the department to split. Cushing confirms that after Carlson-Dettmann reviews the position, this entire topic will return to the LRES Committee for further review and discussion. All Committee members voting 'Aye'. Motion carried.

EMPLOYEE HANDBOOK UPDATES

Based on previous discussions, Charbarneau provided proposed Employee Handbook changes as follows:

- **COMPENSATORY TIME – NON-EXEMPT:** Charbarneau states wording was removed for law enforcement personnel. The wording was initially put in the handbook due to an old union contract decision that no longer applies.
- **COMPENSATORY TIME – EXEMPT HOURLY:** Charbarneau states “hourly” was added to the wording and a section was added to address the new Highway Foreperson positions.
- **HOURS OF WORK – EXEMPT SALARY:** Charbarneau reports that the Compensatory-Exempt (Salary) sections were removed from the handbook. Charbarneau summarized the wording added to the Hours of Work and Overtime section, noting that language was added to clarify that work hours and time off are at the discretion of the Department Head. Hintz discussed private sector practices that don't require salaried employees to get the approval of their

EMPLOYEE HANDBOOK UPDATES/HOURS OF WORK-EXEMPT SALARY (continued):

Department Head to work extra time. Charbarneau led a discussion on the handbook changes and feels that many Departments Heads may decide that their Exempt-Salary employees do not need prior approval to work extra but that is up to them. Discussion held on when PTO needs to be used for time off normal work hours. Fried feels Department Heads should make that call but basic parameters should still be put into place in order to avoid abuse and build-up of PTO hours. Cushing feels that the new handbook language should be put into place right away, and Charbarneau and Smith come up with parameters and language for when PTO should be used. Holewinski notes that he agrees with the Department Heads having the discretion for hours worked, and if there are abuses or work is not being done, the Committees will hear about it. Discussion held on COJ (Committees of Jurisdiction) overseeing compensatory time and hours worked; Jensen voiced concerns. Cushing feels it has always been up to the COJ to oversee compensatory and overtime. Motion by Holewinski to approve the hours of work, overtime and compensatory time handbook changes that were presented and having additional research of PTO. Second by Paszak. All Committee members present voting 'Aye'. Motion carried.

CLOSED SESSION

Motion by Hintz, second by Fried to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Forestry Account Technician compensation); and Section 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session. (Topic: Deputy Association Contract)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:59 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith,

RETURN TO OPEN SESSION

Motion by Holewinski to return to open session. Second by Paszak. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 10:24 a.m.

Based on closed session discussion, motion by Holewinski for the Account Technician in Forestry to start at Step 3 at an extra cost of \$869, to come from the Forestry Department 2018 budget. Second by Fried. All Committee members voting 'Aye'. Motion carried.

FUTURE MEETING DATES

August 22, 2018 at 9:00 a.m.

September 5, 2018 at 9:00 a.m.

September 20, 2018 at 1:00 p.m.

FUTURE AGENDA TOPICS

2019 employee benefits

Highway and Solid Waste reorganization

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Cushing to adjourn meeting. Second by Fried. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:27 a.m.



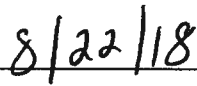
Ted Cushing, Chairman



Date



Jennifer Lueneburg, Committee Secretary



Date